



UNITED STATES AIR FORCE

JOB INVENTORY

(MANUSCRIPT FOR DISK SURVEY)

RADIO COMMUNICATIONS SYSTEMS

AFSC 3C1X1

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**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5TH STREET EAST
RANDOLPH AFB, TEXAS 78150-4449**

20031003 117

COMMAND TO WHICH ASSIGNED

Read the list of MAJCOMs and agencies. Indicate the MAJCOM or agency to which you are assigned. (Air National Guard and Reserve Unit personnel should indicate such.)

100 Air Combat Command
101 Air Education and Training Command
102 Air Force Materiel Command
104 Air Force Space Command
105 Air Force Special Operations Command
106 Air Mobility Command
107 Pacific Air Forces
108 US Air Force, Europe
109 Headquarters United States Air Force
120 AF Communications Agency
138 AF Operational Test and Evaluation Center
139 AF Pentagon Communications Agency
146 AF Security Forces Center
153 AF Element, Defense Information System Agency
154 AF Element, Defense Intelligence Agency
156 AF Element, Europe
161 AF Element, United States Atlantic Command
163 AF Element, United States Pacific Command
165 AF Element, United States Southern Command
167 AF Element, United States Special Operations
Command
169 United States Strategic Command
170 AF Elements (Other)
171 Air Intelligence Agency
175 HQ United States European Command
176 Air Force Reserve Unit
177 Air National Guard Unit
200 Other

BASE TO WHICH ASSIGNED

Read the list of bases and installations. Indicate the base or installation to which you are assigned.

102 Andrews AFB MD	216 Lajes Field Azores	318 Stuttgart-Vaihing GE
108 Bangor IAP ME	218 Langley AFB VA	320 Tampa FL
110 Barksdale AFB LA	220 Lincoln Municipal Aprt NE	322 Tel Aviv IL
112 Beale AFB CA	222 Lisbon PT	326 Tinker AFB OK
114 Bellingham IAP WA	224 Little Rock AFB AR	328 Travis AFB CA
116 Brunswick GA	226 Luke AFB AZ	330 Tyndall AFB FL
118 Camp Smith HI	228 MacDill AFB FL	332 Vandenberg AFB CA
120 Channel Islands AGS CA	230 March ARB CA	334 Westover ARB MA
122 Charleston Naval Yd SC	232 Martin State Aprt MD	336 Wheeler AAF HI
124 Charlotte-Douglas Aprt NC	234 Maxwell AFB AL	338 Whiteman AFB MO
126 Charleston AFS SC	236 Maxwell AFB Gunter Annex AL	340 Will Rogers World Aprt OK
128 Cheyenne Airport WY	238 McChord AFB WA	342 Wright-Patterson AFB OH
130 Christiansted VI	240 McConnell AFB KS	346 Youngstown-Warren Aprt OH
132 Costa Mesa AGS CA	242 McGhee-Tyson ANGB TN	900 Other
138 Davis-Monthan AFB AZ	244 McGuire AFB NJ	
140 Dobbins ARB GA	246 Miami FL	
142 Dyess AFB TX	248 Mildenhall RAF UK	
144 Easter WV Reg Aprt/Shepherd	250 Minn-St Paul IAP/ARS MN	
Fld WV	252 Minot AFB ND	
146 Edwards AFB CA	254 Mountain Home AFB ID	
148 Eglin AF Aux Fld #3 FL	256 Naples IT	
152 Eielson AFB AK	258 Nashville IAP TN	
154 Elkhorn NE	262 New Castle County Aprt DE	
156 Ellsworth AFB SD	264 New Orleans NAS JRB LA	
158 Elmendorf AFB AK	266 Niagara Falls IAP/ARS NY	
160 Fairchild AFB WA	268 Norfolk NE	
162 Fairfax VA	270 Offutt AFB NE	
164 FE Warren AFB WY	272 Osan AB KR	
166 Forbes Field KS	274 Patrick AFB FL	
168 Fresno Air Terminal CA	276 Pease ANGS NH	
170 Ft Bragg NC	278 Pentagon DC	
174 Ft Gordon GA	280 Peterson AFB CO	
178 Gen Mitchell IAP/ARS WI	282 Phoenix Sky Harbor Aprt AZ	
180 Grand Forks AFB ND	284 Pope AFB NC	
182 Greater Pittsburgh IAP/ARS PA	286 Portland Aprt OR	
184 Griffiss AFB NY	288 Pruem AS GE	
186 Grissom ARB IN	290 Ramstein AB GE	
188 Hall AGS AL	292 Randolph AFB TX	
192 Harrisburg Aprt PA	294 Rickenbacker AGB OH	
194 Hickam AFB HI	296 Robins AFB GA	
196 Hill AFB UT	298 Roosevelt Roads NAS PR	
198 Hurlburt Field FL	300 Ruppertsweiler GE	
200 Incirlik AB TR	302 Salt Lake City IAP UT	
202 Jackson IAP MS	304 Schenectady Co Aprt NY	
204 Kadena AB JP	306 Schriever AFB CO	
206 Keesler AFB MS	308 Scott AFB IL	
208 Kelly AFB TX	310 Selfridge ANGB MI	
210 Key Field MS	312 Seymour Johnson AFB NC	
212 Kirtland AFB NM	314 Shaw AFB SC	
214 Lackland AFB TX	316 South Portland AGS ME	

1. Are you assigned to a base or installation which is located outside the continental U.S.?

Yes
No

2. How do you find your job? Choose only one.

Extremely Dull
Very Dull
Fairly Dull
So-So
Fairly Interesting
Very Interesting
Extremely Interesting

3. How does your job utilize your talents? Choose only one.

Not At All
Very Little
Fairly Well
Quite Well
Very Well
Excellent
Perfectly

4. How does your job utilize your training? Choose only one.

Not At All
Very Little
Fairly Well
Quite Well
Very Well
Excellent
Perfectly

5. How satisfied are you with the sense of accomplishment you gain from your work? Choose only one.

Extremely Dissatisfied
Very Dissatisfied
Slightly Dissatisfied
Neither Satisfied Nor Dissatisfied
Slightly Satisfied
Very Satisfied
Extremely Satisfied

6. Do you plan to reenlist at the end of your current enlistment? Choose only one.

Will Retire (I will have completed at least 20 years' service)
Definitely Will Not Reenlist
Probably Will Not Reenlist
Probably Will Reenlist
Definitely Will Reenlist

7. Examine each factor and determine whether it influenced your decision to separate. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

Military lifestyle
Pay and allowances
Bonus or special pay
Retirement benefits
Military related education and training opportunities
Off-duty education and training opportunities
Medical or dental care for AD member
Medical care or dental care for family members
Base housing
Base services
Childcare needs
Spouse's career
Civilian job opportunities
Equal employment opportunities
Number of PCS moves
Location of present assignment
Number/duration of TDYs or deployments
Work schedule
Additional duties
Job security
Enlisted evaluation system
Promotion opportunities
Training/experience of unit personnel
Unit manning
Unit resources
Unit readiness
Recognition of efforts
Esprit de corps/morale
Leadership of immediate supervisor
Leadership at unit level
Senior Air Force leadership

8. Examine each factor and determine whether it influenced your decision to reenlist. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

Military lifestyle
Pay and allowances
Bonus or special pay
Retirement benefits
Military related education and training opportunities
Off-duty education and training opportunities
Medical or dental care for AD member
Medical care or dental care for family members
Base housing
Base services
Childcare needs
Spouse's career
Civilian job opportunities
Equal employment opportunities
Number of PCS moves
Location of present assignment
Number/duration of TDYs or deployments
Work schedule
Additional duties
Job security
Enlisted evaluation system
Promotion opportunities
Training/experience of unit personnel
Unit manning
Unit resources
Unit readiness
Recognition of efforts
Esprit de corps/morale
Leadership of immediate supervisor
Leadership at unit level
Senior Air Force leadership

9. Indicate the number of deployments you completed in support of contingencies or exercises during the past 12 months. Choose only one.

None, I did not complete any deployments in support of contingencies or exercises during the past 12 months
1 deployment
2 deployments
3 deployments
4 deployments
5 deployments
6 deployments or more

10. Indicate the number of days during the past 12 months you have spent on temporary duty (TDY) in support of contingencies or exercises. Choose only one.

30 days or less
31 - 59 days
60 - 89 days
90 - 119 days
120 - 149 days
150 - 179 days
180 days or more

11. Indicate the work or functional area which best describes where you spend most of your time in your present job. Choose only one.

Air Force Satellite Communications (AFSATCOM)
Combat Crew Communications
Command and Control Communication Systems
Executive Travel Communications
Global High Frequency (HF) Systems
Land Mobile Radio (LMR)
Milstar
Mobile Initial Communications Kit (MICK) or Wing Initial Communications Package (WICP)
Mystic Star
Operations Section
Radio Operations
Readiness
Satellite Communications (SATCOM)
Security Management
Special Operations
Spectrum Management
Staff Level Management
System Information and Telecommunication of the American Air Forces (SITAAF)
Technical Training
Unit Training
White House Communications Agency (WHCA)
Other

12. Indicate which of the following best describes your current duty position within your work or functional area. Choose only one.

Instructor
Manager
Noncommissioned Officer-in-Charge (NCOIC)
Operator
Superintendent
Supervisor
Other

13. Indicate the fixed communications systems you use or operate in your present job. Choose all that apply.

None, I do not use or operate any fixed communications systems in my present job

AFSATCOM

Global HF Systems

Global Weather Intercept Program (GWIP)

Milstar

SITFAA

Other

14. Indicate the deployable communications systems you use or operate in your present job. Choose all that apply.

None, I do not use or operate any deployable communications systems in my present job

AFSATCOM

HF Mobile Systems

Milstar

MICK/WICP

Mystic Star

Special Operations

Other

15. Indicate the frequency bands you use in your present job. Choose all that apply.

None, I do not use any frequency bands in my present job

HF

Very High Frequency (VHF)

Ultrahigh Frequency (UHF)

Super High Frequency (SHF)

Extremely High Frequency (EHF)

Other

16. Indicate the communications modes you use in your present job. Choose all that apply.

None, I do not use any communications modes in my present job

Amplitude Modulation (AM)

Data Transmission

Demand Assigned Multiple Access (DAMA)

Frequency Modulation (FM)

Have Quick

Independent Sideband (ISB)

Lower Sideband (LSB)

Milstar Waveform

Single Sideband (SSB)

Upper Sideband (USB)

Other

17. Indicate the mobile communications systems you use or operate in your present job. Choose all that apply.

None, I do not use or operate any mobile communications systems in my present job

International Maritime Satellites (INMARSAT)

Milstar

Radios, Backpack

Radios, Handheld

Satellite Communications (SATCOM)

Transceivers, Portable

Transceivers, Vehicular

Other

18. Indicate the communications equipment you use or operate in your present job. Choose all that apply.

None, I do not use or operate any communications equipment in my present job

Advanced Data Controllers (ADCs)

Automated Communications Management Systems (ACMSs)

Cellular Phones

Communication Planning Tools

Computer Equipment

Cryptographic Equipment

Defense Message Systems (DMSs)

Facsimile Equipment

Global Positioning Satellites (GPSs)

Land Mobile Radios (LMRs)

LMR Repeaters

Mobile Antenna Systems

Printers

Radio Equipment

Radio Teletype Equipment

Remote Monitoring Systems

Satellite Communications Equipment

Scanners

Secured Telephones

Switchboard Equipment

Tape Recorders

Telephones

Time Distribution Subsystem Preprocessors (TDSPPs)

Transmission Security (TRANSEC) Equipment

Other

A. SETTING UP RADIO EQUIPMENT

1. Connect or disconnect antenna couplers
2. Connect or disconnect antennas to radio equipment
3. Connect or disconnect commercial power supplies
4. Connect or disconnect computer equipment
5. Connect or disconnect cryptographic equipment
6. Cut antenna lengths
7. Install grounding systems
8. Key or zeroize secure cryptographic systems
9. Preset dual-tone multifrequency (DTMF) controlled receivers or transmitters
10. Rotate antennas using radio dial codes or azimuth control boxes
11. Select antennas using antenna matrix systems or patch panels
12. Select back-up receivers or transmitters
13. Select frequency-of-optimum transmissions (FOTs)
14. Select transmit power
15. Set time generators on recorders
16. Set up antenna masts
17. Set up controlled safety or security areas
18. Set up facsimile transmission equipment
19. Set up high frequency (HF), very high frequency (VHF), ultrahigh frequency (UHF), or extremely high frequency (EHF) mobile satellite antennas
20. Set up land mobile radio (LMR) networks
21. Set up LMR repeater networks
22. Set up mobile international maritime satellite (INMARSAT) equipment
23. Set up mobile HF, VHF, UHF, or EHF satellite transceivers
24. Set up patch panels
25. Set up phone patch equipment
26. Set up radio equipment
27. Set up or operate auxiliary generators, such as fixed, mobile, or transportable
28. Site radio antennas or equipment
29. Tune receivers, transceivers, or transmitters
30. Verify keying of cryptographic equipment
31. Verify radio nets for tactical or nontactical radios
32. Verify or load equipment presets

B. CONFIGURING RADIO EQUIPMENT

33. Adjust antenna tuning units
34. Change receiver, transceiver, or transmitter frequencies manually or by remote control
35. Change recorder-receiver pairings
36. Configure ancillary equipment for operations
37. Configure computers for data operations
38. Configure consoles for back-to-back operations
39. Configure consoles for clear voice operations
40. Configure consoles for switchboard dial code operations
41. Configure consoles or terminals for Milstar operations
42. Configure consoles or terminals for phone patch operations
43. Configure equipment for duplex or simplex operations
44. Configure facsimile equipment
45. Configure Hammer Rapid Initial Communications Kit (RICK) equipment for voice or data communications
46. Configure line printers
47. Configure radios for demand assigned multiple access (DAMA) operations
48. Configure terminals for alternate or net control station (NCS) operations
49. Configure terminals for cross-banding
50. Configure terminals for multiple-hop operations
51. Configure terminals for slave-to-master operations

52. Configure transceivers for back-to-back operations
53. Configure transceivers for clear or secure voice operations
54. Configure transceivers for Have Quick operations
55. Configure transceivers for phone patch operations
56. Configure transceivers for secure radio data transfer
57. Configure transceivers for switchboard dial code operations
58. Configure transportable switchboard or telephone equipment for phone patch, secure voice data, or switchboard dial code operations
59. Reconfigure antennas

C. MAINTAINING RADIO EQUIPMENT

60. Change computer diskettes or tapes
61. Change paper in high-speed printers
62. Change or store magnetic media or recording tapes
63. Clean facsimile equipment
64. Clean printers
65. Clean radio equipment filters
66. Clean recorder-reproducer heads
67. Degauss recording tapes
68. Inspect communications equipment cables or cable connections
69. Operate or maintain recording devices
70. Perform operational checks of ancillary equipment
71. Perform operational checks of radio systems
72. Repair antennas, other than tactical antennas
73. Repair tactical antennas
74. Replace radio system components, such as bulbs or fuses

D. PERFORMING RADIO OPERATIONAL PROCEDURES

75. Authenticate message traffic using transmission authentication systems
76. Authenticate stations using challenge-and-reply systems
77. Broadcast radio transmissions
78. Check stations into or out of net
79. Conduct command, control, communications countermeasures (C3CM) using operating procedures
80. Conduct data or voice transmissions using universal coordinated time (UCT)
81. Conduct data transmission using phonetic alphabet
82. Conduct data transmission using prosigns
83. Conduct data transmission using prowords
84. Conduct net roll calls or polls
85. Conduct phone patches automatically or manually
86. Coordinate aircraft positions with direction-finding (DF) facilities
87. Coordinate spectrum interferences with DF facilities
88. Determine operating frequencies
89. Determine types of spectrum interferences
90. Direct users to tune to your count
91. Encode or decode messages automatically or manually
92. Identify incoming calls using call-sign lists
93. Identify missent or misrouted messages
94. Implement spectrum interference countermeasures
95. Impose or lift radio silence
96. Notify stations of frequency changes
97. Perform conference call procedures
98. Perform contingency alternate routing procedures
99. Perform hand printing techniques
100. Perform microphone techniques in radio communications
101. Perform radio checks
102. Perform signal testing in radio communications

103. Perform three-way call procedures
104. Perform time hacks
105. Prepare messages using Automatic Digital Network (AUTODIN) or Defense Message Service (DMS) format
106. Prepare messages using Emergency Action Message (EAM) format
107. Prepare messages using Foxtrot format
108. Prevent false distress signals
109. Prevent transmission of obscene or indecent language
110. Receive and relay aircraft emergencies
111. Receive and relay departure reports
112. Receive and relay execution checklist messages
113. Receive and relay position reports
114. Receive, transmit, or relay broadcasts
115. Receive, transmit, or relay messages
116. Record and report spectrum interference incidents
117. Reset EAM alarms

E. TROUBLESHOOTING RADIO EQUIPMENT

118. Identify antenna system malfunctions
119. Identify computer equipment malfunctions
120. Identify console malfunctions
121. Identify cryptographic equipment malfunctions
122. Identify digital electronic switches (DES) malfunctions
123. Identify DMS malfunctions
124. Identify facsimile equipment malfunctions
125. Identify fixed, mobile, or transportable generator malfunctions
126. Identify Hammer RICK equipment malfunctions
127. Identify line printer malfunctions
128. Identify LMR malfunctions
129. Identify LMR repeater malfunctions
130. Identify Milstar false alarms or advisories
131. Identify receiver, transceiver, or transmitter malfunctions
132. Identify recording equipment malfunctions
133. Identify telephone malfunctions
134. Identify terminal malfunctions

F. PERFORMING COMBAT CREW COMMUNICATIONS ACTIVITIES

135. Assemble, issue, retrieve, or break down daily training communication kits
136. Assemble, issue, retrieve, or break down exercise or contingency conventional communication kits
137. Assemble, issue, retrieve, or break down single integrated operations plan (SIOP) communication kits
138. Assemble, issue, retrieve, or update flight information publication (FLIP) bags
139. Brief aircrews on communications procedures
140. Conduct aircrew or missile crew premission briefings or postmission debriefings
141. Conduct exercise or contingency briefings or debriefings
142. Conduct SIOP or safe passage communications training
143. Construct or maintain combat mission folders (CMFs)
144. Create exercise or contingency communications FLIMSYs
145. Issue, load, or retrieve time standard modules (TSMs) to aircrews
146. Issue, load, retrieve or zeroize transfer modules
147. Issue, load, or retrieve cryptographic equipment
148. Issue or retrieve Identification Friend or Foe (IFF) or Special Identification Feature (SIF) codes
149. Operate transfer module service sets (TMSS)
150. Review air tasking documents
151. Review flying schedules

G. PERFORMING SATELLITE COMMUNICATIONS (SATCOM) ACTIVITIES

152. Configure consoles or terminals for secure or nonsecure voice or data communications
153. Configure modems for narrowband operations
154. Configure Satellite Communications (SATCOM) remote subsystems
155. Configure SATCOM systems for random operations
156. Configure SATCOM systems for single-channel transponder systems (SCTSs)
157. Configure SATCOM systems for time division multiplex (TDM) Mode I operations
158. Configure SATCOM systems for TDM Mode II operations
159. Establish communications links with command centers
160. Establish communications links with master control centers
161. Establish communications links with mission monitors
162. Establish communications links with on-station aircraft
163. Establish communications links with primary control centers
164. Initiate or terminate satellite commands
165. Load SATCOM command post synchronizers
166. Load terminal software
167. Operate status display units (SDUs)
168. Perform antenna position control functions
169. Perform satellite look-angle procedures
170. Perform selective message routing procedures
171. Perform van set up procedures
172. Queue messages
173. Reconfigure SATCOM systems for operations in degraded conditions
174. Reset terminal software
175. Set up or join Air Force Satellite Communication (AFSATCOM) nets
176. Store SATCOM messages
177. Transfer computer data using secure voice communications networks
178. Transmit SATCOM messages

H. PERFORMING MILSTAR SATELLITE COMMUNICATIONS ACTIVITIES

179. Configure Milstar terminals as antenna, communication, or net control
180. Configure Milstar terminals as beam management terminals
181. Configure Milstar terminals for DAMA operations
182. Establish or modify EHF acquisitions or log on parameters
183. Initiate bit procedures or tests
184. Log on or off Milstar networks or satellites
185. Perform anomaly resolution procedures
186. Perform breaking-the-chain (BTC) keying procedures
187. Perform cold start procedures
188. Perform DAMA procedures
189. Perform EHF network procedures
190. Perform Milstar emergency shutdown or reset procedures
191. Perform ephemeris update procedures
192. Perform manual key loading procedures
193. Perform message processing procedures
194. Perform over-the-air (OTAR) rekeying procedures
195. Perform point-to-point (PTP) call procedures
196. Perform Position Lightweight Global Positioning System Receiver (PLGR) procedures
197. Perform satellite mission control systems (SMCS) key loading procedures
198. Perform single-channel transponder (SCT) procedures
199. Perform spot beam procedures
200. Perform terminal control procedures
201. Perform terminal initialization procedures
202. Perform Time Distribution Subsystem (TDS) or Time Distribution Subsystem Preprocessor (TDSPP) procedures
203. Prepare images using communication planning tools

- 204. Set up baseband equipment
- 205. Set up Communications Security (COMSEC) equipment
- 206. Set up or tear down Milstar networks
- 207. Set up or tear down Milstar PTP calls

I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER (TO) SYSTEM ACTIVITIES

- 208. Brief personnel on Non-secure Internet Protocol Routing Network (NIPRNET) or Secure Internet Protocol Routing Network (SIPRNET) usage
- 209. Compile data for records, reports, logs, or trend analyses
- 210. Complete accident or incident reports
- 211. Coordinate frequency use with requestors or spectrum managers
- 212. Destroy classified or COMSEC materials or documents
- 213. Establish or maintain accountability records for classified or COMSEC materials or documents
- 214. Extract call-signs
- 215. Identify and report suspected security compromises
- 216. Initiate classified reports, messages, or documents
- 217. Initiate requests for temporary duty (TDY) orders
- 218. Initiate or maintain standby rosters or workcenter pyramid recall rosters
- 219. Maintain administrative files
- 220. Maintain data logs
- 221. Maintain publications libraries, other than technical order (TO) libraries
- 222. Maintain security or COMSEC forms for safes, containers, or rooms
- 223. Maintain time compliance technical orders (TCTOs)
- 224. Maintain TO libraries
- 225. Maintain or update status indicators, such as boards, graphs, or charts
- 226. Monitor frequencies for interference among users
- 227. Perform two-person integrity (TPI) procedures for top secret materials
- 228. Prepare administrative, classified, or COMSEC materials or documents for mailing, transporting, or issue
- 229. Prepare reports of security or COMSEC violations
- 230. Prepare reports of survey
- 231. Request permanent frequency changes
- 232. Research marking or processing classified materials directives
- 233. Research TOs to identify components or equipment
- 234. Review deficiency, service, or status reports
- 235. Review propagation aids or charts
- 236. Review publishing bulletins
- 237. Review recording tapes for radio procedures
- 238. Review traffic records
- 239. Store classified or COMSEC materials or documents, other than at deployed locations
- 240. Transport classified or COMSEC materials or documents
- 241. Update frequency allocation lists
- 242. Update and post lists, such as access or operator aids
- 243. Write minutes of briefings, conferences, or meetings
- 244. Write reports, such as after-action, outage, spectrum interference, or unit readiness

J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

- 245. Coordinate maintenance of equipment with appropriate agencies
- 246. Develop equipment checklists
- 247. Evaluate serviceability of equipment, tools, parts, or supplies
- 248. Identify and report equipment or supply problems
- 249. Initiate requisitions for equipment, tools, parts, or supplies
- 250. Inventory equipment, tools, parts, or supplies
- 251. Issue or log turn-ins of equipment, tools, parts, or supplies
- 252. Maintain documentation on items requiring periodic inspections or calibrations
- 253. Maintain organizational equipment or supply records
- 254. Pick up, deliver, or store equipment, tools, parts, or supplies

- 255. Research supply requisition data, such as supply catalogs or master cross-reference listings (MCRLs)
- 256. Validate supply transaction listings or rosters, such as D-04, D-18, or M-30

K. PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES

- 257. Assign personnel to mobility or contingency positions
- 258. Brief deploying personnel
- 259. Complete hazardous cargo shipping documents
- 260. Complete operations plan (OPLAN) sourcing requirements
- 261. Compute OPLAN requirements status listings
- 262. Conduct contingency operation/mobility planning and execution system (COMPES) programs
- 263. Conduct mobility or deployment site surveys
- 264. Coordinate deployment of personnel with other MAJCOMs or joint service commands
- 265. Coordinate exercise sourcing requirements with functional managers
- 266. Coordinate mobility or contingency requirements with appropriate agencies
- 267. Coordinate specific source of personnel requirements with appropriate agencies
- 268. Determine cost factors for support agreements
- 269. Determine specific source of personnel requirements for deployment manning documents
- 270. Develop contingency exercise mobility (CEM) orders
- 271. Develop mobility inspection checklists
- 272. Dispatch mobile radio units
- 273. Don or doff chemical warfare personal protective clothing
- 274. Erect tents
- 275. Inspect mobility bags or kits
- 276. Inspect packed or palletized mobility or contingency equipment prior to transport
- 277. Maintain accountability of personnel selected to fill OPLAN requirements
- 278. Maintain base OPLAN files
- 279. Maintain disaster preparedness checklists
- 280. Pack or palletize mobility or contingency equipment for shipment or movement
- 281. Perform camouflage procedures
- 282. Perform chemical warfare agent decontamination procedures
- 283. Perform disease or pestilence countermeasures
- 284. Perform explosive ordnance reconnaissance
- 285. Perform plans file and mobility file matches
- 286. Perform predeployment reconnaissance surveys
- 287. Perform safety measures by marking radiation hazards or antenna systems
- 288. Perform or set up site security
- 289. Prepare equipment for deployments
- 290. Prepare hazardous cargo for deployment
- 291. Prepare sites at deployed locations, such as cutting grass or removing snow
- 292. Process classified or COMSEC materials or documents at deployed locations
- 293. Request or distribute mobility requirements documents
- 294. Set up or tear down shelters
- 295. Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles

L. PERFORMING TRAINING ACTIVITIES

- 296. Administer or score tests
- 297. Brief personnel concerning training programs or matters
- 298. Complete student entry or withdrawal forms
- 299. Conduct formal course classroom training
- 300. Conduct on-the-job training (OJT)
- 301. Counsel trainees on training progress
- 302. Determine training requirements
- 303. Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)
- 304. Develop training programs, plans, or procedures
- 305. Develop written tests

- 306. Develop or procure training materials or aids
- 307. Establish or maintain study reference files
- 308. Evaluate effectiveness of training programs, plans, or procedures
- 309. Evaluate progress of trainees
- 310. Evaluate training methods or techniques of instructors
- 311. Inspect training materials or aids for operation or suitability
- 312. Maintain training records or files
- 313. Personalize lesson plans
- 314. Prepare job qualification standards (JQSs)
- 315. Write training reports

M. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

- 316. Annotate time and attendance sheets for civilian employees
- 317. Assign personnel to work areas or duty positions
- 318. Assign sponsors for newly assigned personnel
- 319. Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- 320. Conduct safety inspections of equipment or facilities
- 321. Conduct self-inspections or self-assessments
- 322. Conduct staff assistance visits, inspections, or audits
- 323. Conduct supervisory orientations for newly assigned personnel
- 324. Conduct supervisory performance feedback sessions
- 325. Counsel subordinates concerning personal matters
- 326. Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- 327. Determine or establish work assignments or priorities
- 328. Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans
- 329. Develop organizational or functional charts
- 330. Develop resource protection programs
- 331. Develop self-inspection or self-assessment program checklists
- 332. Develop or establish work methods, procedures or schedules
- 333. Direct operations of field or ground radio stations
- 334. Draft budget requirements
- 335. Draft host-tenant or interservice agreements
- 336. Draft supplements or changes to communications publications
- 337. Draft supplements or changes to directives, such as policy directives, instructions, or manuals, other than communications publications
- 338. Establish COMSEC subaccounts
- 339. Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
- 340. Establish performance standards for subordinates
- 341. Evaluate communications operations
- 342. Evaluate inspection report findings or inspection procedures
- 343. Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program
- 344. Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace
- 345. Evaluate modified, new, or prototype equipment
- 346. Evaluate personnel for compliance with performance standards
- 347. Evaluate personnel for promotion, demotion, reclassification, or special awards
- 348. Implement safety or security programs
- 349. Implement status of resources and training system (SORTS) programs
- 350. Initiate actions required due to substandard performance of personnel
- 351. Initiate personnel action requests
- 352. Inspect personnel for compliance with military standards
- 353. Interpret policies, directives, or procedures for subordinates
- 354. Investigate accidents or incidents
- 355. Perform as liaison to communications centers or spectrum managers for spectrum interference actions
- 356. Plan communications support for exercises or special missions
- 357. Plan equipment replacement programs
- 358. Plan layouts of facilities
- 359. Plan personnel or equipment deployments

- 360. Review budget requirements
- 361. Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
- 362. Review mobility, contingency, disaster preparedness, or unit emergency or alert plans
- 363. Schedule personnel for TDY assignments, leaves, or passes
- 364. Write inspection reports
- 365. Write job or position descriptions
- 366. Write or indorse civilian performance appraisals
- 367. Write or indorse military performance reports
- 368. Write recommendations for awards or decorations
- 369. Write replies to inspection reports
- 370. Write staff studies, surveys, or routine reports, other than training or inspection reports